



Office of Oceanic and Atmospheric Research (OAR) Delegations and Directives

Circular Number: 212.1

Effective Date: 11/02/01

Subject: Security Training for Information Technology (IT) Administrators

Purpose: To establish supplemental criteria to NAO 212-13 for OAR IT Administrator Security Training.

Policy: All OAR IT personnel with responsibilities for IT security shall comply with Department of Commerce and NOAA security policy and directives, and with this supplemental OAR policy. NOAA Administrative Order 212-13 states that, “[LO CIO’s shall] ensure that all network and system administrators be identified and receive appropriate training in systems security. Because of time and resources, certification training in systems security will be determined by each Line Office.” The following criteria for security training is being established to meet the requirements of this directive.

Roles: The criteria for IT security training varies depending on the role of the individual. These roles are defined as follows:

Laboratory Information System Security Officer (ISSO): Each OAR system has an ISSO designated in the system’s IT Security Plan. Each ISSO is the primary contact for all IT security issues for his or her system and his or her IT security training must reflect this.

Network Administrator: A Network Administrator (Net Admin) is an individual who has an explicit responsibility for network operations and for providing network services to multiple users.

System Administrator: A System Administrator (Sys Admin) is an individual who provides network or system services only for computers for which he or she is the primary user. For example, a P.I. managing his or her server or workstation is a System Administrator.

Responsibilities: Laboratory Information Technology System Security Officer (ISSO): Lab ISSOs are responsible for coordinating with the OAR ITSO to ensure the security of their systems. They are also responsible for the following requirements.

Lab ISSOs are required to take the NOAA CIRT on-line IT Security Awareness course annually, and the administrator course each time one is released by the CIRT.

Lab ISSOs are required to complete a minimum of 40 hours additional IT security training annually, in addition to the NOAA CIRT on-line course. Training may be a mix of technical and security awareness training which is offered by any credible source. The NOAA Safety Office website lists many sources of training. The URL is <https://www.csp.noaa.gov>

Lab ISSOs are required to maintain a record of all current Network Administrators and System Administrators for their sites.

Lab ISSOs are expected to read the notices on IT security that are sent out by the OAR ITSO. The Lab ISSOs should also forward publications to their lab's Network Administrators, as appropriate.

Network Administrator: Each Network Administrator (Net Admin) is responsible for coordinating with the Lab ISSO to ensure the security of his or her system.

Net Admins are required to take the NOAA CIRT on-line IT Security Awareness course annually, and the administrator course each time one is released by the CIRT.

Net Admins are required to complete a minimum of 24 hours of additional IT security training annually, in addition to the NOAA CIRT on-line course. Training may be a mix of technical and security awareness training which is offered by any credible source.

Net Admins are expected to read the notices on IT security that are sent out by the Lab ISSO. Net Admins should also forward publications to their lab's Network Administrators, as appropriate.

System Administrator: Each System Administrator (Sys Admin) is responsible for coordinating with his or her Net Admin to ensure the security of his or her system.

Sys Admins are required to take the NOAA CIRT on-line IT Security Awareness course annually, and the administrator course each time one is released by the CIRT.

Sys Admins are required to take a minimum of 8 hours of additional IT security training annually, in addition to the NOAA CIRT on-line course. Training may be a mix of technical and security awareness training which is offered by any credible source.

Sys Admins are expected to read the notices on IT security that are sent out by their Network Administrators.

Effect on Other Issuances: This circular supersedes all previous OAR Letters on this subject as a result of OAR's reorganization, effective 10/1/99.

Approved:

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